

FCAAP GRANT NO. G010000_____

between the

State of Washington Department of Ecology and the

CITY OF RIVEREDGE

Project: Development of a Comprehensive Flood Hazard Management Plan

THIS is a binding agreement entered into by and between the State of Washington, Department of Ecology, (PO Box 47600, Olympia, Washington, 98504-7600) hereinafter referred to as the "DEPARTMENT" or as "ECOLOGY" and the City of Riveredge, hereinafter referred to as the "RECIPIENT" to carry out the activities described herein as authorized by Chapters 86.26 RCW, 86.12 RCW, and further described in Chapter 173-145 WAC.

Recipient Name: **City of Riveredge**
400 N. Mill
Riveredge, WA 99111

Recipient Project Coordinator: **Janet Palmer, Planning Director**
Telephone Number: 509-327-3661 / **FAX:** 509-327-3660
e-mail address: jpalmer@ci.riveredge.wa.us

Project Officer for the Department: **Ted Olson**
Eastern Regional Office - Spokane
Telephone Number: 509-456-2862 / **FAX:** 509-456-6175
e-mail address: tols461@ecy.wa.gov

The Source of Funds provided by the DEPARTMENT are the Flood Control Assistance Account Program funds.

Grant Amount:	Maximum Eligible Project Cost:	\$100,000
	Maximum State Grant Share:	\$ 75,000
	Estimated Local Share:	\$ 25,000

State Maximum Cost Share Rate: 75% UP TO a maximum State Share of \$75,000.

The EFFECTIVE DATE of this grant is July 1, 1999. Any work performed prior to the effective date of this agreement without prior written authorization and specified in the Scope of Work will be at the sole expense and risk of the RECIPIENT.

The Project described herein must be completed on or before June 30, 2001.

THE EXPIRATION DATE of this agreement is June 30, 2001.

Scope Of Work

Project Title: Development of a Comprehensive Flood Hazard Management Plan

Description: The RECIPIENT shall develop a Comprehensive Flood Hazard Management Plan (CFHMP), incorporating WAC 173-145-040 plan elements and integrate Growth Management Act requirements including inventories/GIS mapping of critical areas and resource lands as required under 36.70A.060 RCW and Chapter 365.190 WAC. Since environmental data will be collected as part of the planning effort, a Quality Assurance/Quality Control Plan will be prepared. The Recipient shall analyze flood hazard management factors within the community to identify trends and opportunities in land use capability and suitability. The CFHMP will include a public involvement program; identification of the extent of County flood plain; evaluation methods to control erosion of river channel banks; determination of the adequacy of flood control facilities; standards for floodplain encroachment and opportunities to enhance ESA fish habitat.

**Performance
Coordination:**

Task 1.1: Coordination with the Department

To assist the (jurisdiction) and ensure project results are consistent with the state laws and regulations for flood hazard management, the Recipient, as part of this agreement, shall coordinate with Ecology staff, Ted Olson phone: 509-456-2862. This coordination will provide specific technical assistance on flood hazard management plans. In order for the Department to provide this support, the Recipient shall coordinate with the Ecology's Project Officer by means of telephone conversations and/or meetings at the beginning of each quarter at a minimum. Recipients are encouraged to coordinate more often whenever the Department can provide technical assistance or respond to questions regarding the project or grant.

Task 1.2: Coordination with Washington State Department of Fish and Wildlife

The Recipient shall make all efforts to involve their local Fisheries biologist in the planning process for development of Comprehensive Flood Hazard Management Plans and implementation of Flood Damage Reduction projects.

Task 1.3: Coordination with Ecology's Geographical Information System (GIS)

The Recipient, when developing GIS data, is encouraged to coordinate with Ecology's GIS office in an effort to promote compatibility and to encourage sharing of geospatial data. Ecology uses ESRI's ARC/INFO Version 7.1 and ArcView Version 3.1. All spatial data are stored on UNIX servers as map libraries,

individual coverages, images, or grids. To facilitate data sharing, the Department utilizes the following standards:

- Horizontal Datum: NAD 27
- Vertical Datum: NGVD 29
- Projection System: Lambert Conic Conformal
- Coordinate System: WA State Plane Coordinates
- Coordinate Zone: South
- Coordinate Units: Feet
- Accuracy Standard: +/-40 Feet (1:24,000) minimum accuracy
- Vector Import Format: ArcExport, DLG and/or DXF, shapefiles
- Raster Import Format: TIFF, BIL/BIP, RLC, GRID, ERDAS

Whenever possible, the Recipient is encouraged to utilize ESRI's ARC/INFO Version 7.1 and ArcView Version 3.1 and the standards listed above when compiling data. Contact Joy Denkers, Ecology's GIS Manager at 360 407-7128; Fax: 360 407-6493; E-Mail: jden461@ecy.wa.gov for further data sharing and compatibility information.

Work Program: The RECIPIENT shall comply with the local Shoreline Master Program, local Growth Management Act comprehensive plan, and zoning ordinance in performing the following tasks:

Task 2: Prepare Detailed Project Work Plan

The Recipient shall perform the following:

- 2.1:** Develop a project outline for the planning process, identifying important issues and needs for additional data gathering and problem analysis.
- 2.2:** Develop a project flow chart showing milestones for task completion.
- 2.3:** Establish and revise the detailed Scope of Work as needed.

Deliverables: 2 copies of the detailed work plan, including flow chart.

Date Due: August 30, 1999

Task 3: Gather Information

The Recipient shall perform the following:

- 3.1:** Gather detailed information to develop a comprehensive description of the physical and land use characteristics for an area profile. This information shall include:

- description of flood damage history and designation of flood prone areas
- local regulations and ordinances
- land use and demographic information from County records
- hydrologic information from County records, National Weather Service data, Federal Emergency Management Act (FEMA) maps, U.S. Geological Survey (USGS) maps, and Natural Resource Conservation Service (NRCS) soil surveys
- flood control structural data from the Army Corps of Engineers
- environmental measurement data to include but not limited to:
 - stream flow volumes
 - flood event height levels
 - base flood elevations measured
 - extent of inundation
 - identification of erosion zones
 - identification of riparian areas
 - sizing of culverts
 - gravel deposition amounts and sizes
 - floodplain and wetland delineations
 - aerial photos
 - placement and design of levees and other flood control structures
 - fish and wildlife counts

3.2: For studies with drainage focus: develop field survey profile and cross-sections of main drainage channel in the Drainage/Diking District or local community; OR for studies with a river focus: develop profile of various data needs for rivers and streams from aerial photos, topographic mapping, hydraulic/hydrologic modeling, or on the ground surveys.

3.3: Quality Assurance / Quality Control (QA/QC)Plan

The Recipient shall prepare a Quality Assurance/Quality Control Plan which describes methods, equipment and procedures used in the collection of environmental measurement data described in Task 3.1 above.

The QA/QC plan shall describe the following elements:

- Assumptions that direct the collection and analysis;
- Resources used (such as flights for aerial photos);
- Resource documents that will be consulted;
- Field methods employed;
- Office methods employed;
- Training level of staff involved in data collection and analysis;
- Equipment/materials to be used and accurate calibration assurance.

3.4: GIS Mapping

The Recipient shall enter data collected as part of Task 3.1 above into GIS and prepare detailed maps. All data and methods used shall be fully documented as it relates to all digital data products. General GIS guidelines include:

- Coordinate System & Datum: WA State Plane Coord. NAD 27
- Scale: these maps shall be suitable for use at a scale of 1" :24,000 minimum accuracy to within a foot of the true North American datum system
- Image Formats: TIFF, RLC, ERDAS, BIL, BIP
- GIS Spatial Data Formats: ARC/INFO Export, DLG, DXF, shapefiles

Deliverables:

Two copies each:	▶ summary report of area profile
Two copies each:	▶ QA/QC plan
Two electronic copies:	▶ all (raw) data produced under Task 3.1
Two copies each:	▶ List of areas to be mapped
	▶ Maps showing exact locations;
	▶ Separate representative hard copy random samples of digitized data

Due Date: March 31, 1999

Task 4: Public Participation

The Recipient shall perform the following:

- 4.1:** Organize an Advisory Committee with citizens and agency representatives to define the goals of the study, the Scope of Work, and work towards consensus on Plan recommendations. The Committee shall consist of not more than twelve members including:
- private citizens (e.g. area residents)
 - representatives of key interest groups
 - State, local, and Federal agencies
 - Tribes
 - commercial interests
- 4.2:** Define the Advisory Committee's roles and responsibilities.
- 4.3:** Establish the Advisory Committee's meeting schedule and notification process.
- 4.4:** Conduct up to eight (8) Advisory Committee meetings and at least two (2) open public meetings during the development of the Flood Hazard Reduction Plan. The public meetings will be advertised in the local newspapers. The public involvement process will assist in developing a Plan that is consistent with and responsive to all interests (including citizens and agencies) in the planning area.
- 4.5:** Work with the Advisory Committee to prioritize issues and establish goals and objectives for the Plan.

Deliverables: Two (2) copies of the Advisory Committee's meeting schedule and public meeting notices and summary reports of each meeting.

Date Due: Fifteen (15) days following each meeting

Task 5: Analysis

The Recipient shall perform the following:

- 5.1:** Prepare a summary of all issues and concerns expressed by participants in the public and Advisory Committee meetings.
- 5.2:** Prepare a hydrologic (e.g. Hydrologic Engineering Center [HEC]-1) and a hydraulic (e.g. HEC-2) model to simulate flooding in the basin. Verify the model using flow and water surface elevation data from actual storm events.
- 5.3** Evaluate the potential for future flood damage in the basin. This will be accomplished by comparing the modeled floodplain and FEMA mapping of flood plain with existing zoning and land use policies to identify locations of potential flooding of existing and new development. Included will be an analysis of potential hazard and damage from coastal area tsunamis.
- 5.4:** Identify alternative solutions (e.g. sites for relocation, buyout, land use changes, bank stabilization, drainage channel improvement, and other options to reduce flood hazards) for the identified flooding problems.
- 5.5:** Use the hydraulic model to test effectiveness and impacts of the alternative solutions.
- 5.6:** Evaluate the potential for the proposed solution to adversely impact wetlands.

Deliverables: 2 copies of analysis report

Date Due: May 15, 2000

Task 6: Develop a Comprehensive Flood Hazard Reduction Plan

The Recipient shall prepare the draft Comprehensive Flood Hazard Reduction Plan (CFHMP) developed using the Advisory Committee and public input as well as technical expertise. The Plan shall:

- Comply with the regulations in Chapter 86.26 RCW and Chapter 173-145 WAC, and the Growth Management Act, relating to comprehensive flood control management plans.
- Identify the floodways in the area.

- Establish the need for structural and non-structural solutions to flooding problems; recommend structural and non-structural solutions to these problems; identify and evaluate the potential environmental impacts including ESA fishery resources and economic and hydrologic impacts of all structural and non-structural solutions.
- Provide the area citizens with information on options to reduce flood hazards, land use considerations, and planning alternatives. Information will be shared with the City and County.
- Define a regulatory scheme, implementation, and funding process for all activities recommended in the Plan.
- Provide a preliminary work plan for the area.
- Recommend standards for filling and grading in floodways.

The Recipient shall perform the following:

- 6.1:** Develop alternative land use and flood hazard reduction solutions.
- 6.2:** Evaluate alternative solutions. Identify and consider potential environmental and economic impacts of implementing alternatives.
- 6.3:** Prepare preliminary cost estimates for alternatives.
- 6.4:** Prioritize and recommend corrective actions, including preservation and enhancement of environmental resources such as ESA threatened fish resources.
- 6.5:** Identify and describe important relevant issues that are beyond the scope of this project.
- 6.6:** Submit the draft report for review by the Advisory Committee, general public and the Department of Ecology.

Deliverables: Ten copies of draft Plan

Date Due: March 31, 2001

Task 7: Review and Adopt Plan

The Recipient shall perform the following:

- 7.1:** Comply with the State Environmental Policy Act process.
- 7.2:** Submit the near-final document for review by the affected Indian Tribes and Ecology, in consultation with the Department of Fish and Wildlife.

7.3: Revise draft plan as directed by review process; finalize plan; print plan.

Deliverables: Two (2) copies of Final, adopted CFHMP, approved by Ecology.

Date Due: June 30, 2001

DELIVERABLES (to Ecology)

All work products are to be sent to the following address at the DEPARTMENT:

Bev Huether
WA State Department of Ecology
Shorelands and Environmental Assistance Program
P.O. Box 47600
Olympia, WA 98504-7600

1. All deliverables specified in the Scope of Work shall be suitable for delivery to the Department.
2. Ten (10) copies of the draft Comprehensive Flood Hazard Reduction Plan.
3. Two copies of the final, adopted and approved CFHMP.

Budget Summary and Conditions

1. Expenditures will be monitored by the Ecology Fiscal Office for compliance with the EXPENDITURE BUDGET (listed below) at the PROJECT LEVEL.
2. For the administration of this agreement the Recipient shall follow the "Administrative Requirements for Ecology Grants and Loans", July 1995
3. Ecology forms contained in the "Administrative Requirements for Ecology Grants and Loans" must be used for payment requests, otherwise requests will be returned to the Recipient for submittal on the correct forms. The Recipient may reproduce these forms on computer as a facsimile of Ecology forms with the exception of Form A (A19-1A Invoice Voucher).
4. Funding for this project is contingent upon acquisition of all required permits. In addition, failure to comply with required permits constitutes a breach of contract which could result in termination of this agreement. this project is contingent upon acquisition of all required permits. In addition, failure to comply with required permits constitutes a breach of contract which could result in termination of this agreement.
5. **Expenditure Budget:** (for Recipient reporting and Ecology tracking purposes):

Grant Amount:	Maximum Eligible Project Cost:	\$100,000
	Maximum State Grant Share:	\$ 75,000
	Estimated Local Share:	\$ 25,000

State Maximum Cost Share Rate: 75% UP TO a maximum State Share of \$75,000.

6. **Match Requirements:** The RECIPIENT's local match shall consist of in-kind (voluntary) contributions, interlocal match and cash from the County's capital improvement budget.

7. **Estimated budget** (for information only):

	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	TOTAL
Salaries/Benefit	\$5,000	\$7,000					\$12,000
Consultant			18,000	30,000	22,225	\$9,075	\$79,300
Supplies	25	\$500					\$525
Communication		\$400					\$400
Copying		\$400					\$400
Travel							
Equipment							
In-Kind Services		\$1,000	\$1,200	\$1,200	\$1,200		\$4,600
Indirect*	\$1,025	\$1,750					\$2,775
TOTAL	\$6,050	\$11,050	\$19,200	\$31,200	\$23,425	\$9,075	\$100,000

Proposed State Share @75 % = \$75,000

Local Match @ 25%% = \$25,000

*Maximum allowable indirect rate is 25% of salaries and benefits.

Special Terms and Conditions for Plans

AGREEMENT PROVISIONS

1. **Compliance with all Laws:** The Recipient shall comply fully with all applicable federal, state and local laws, orders, regulations and permits.
2. **Restrictions on Lobbying:** The Recipient of this agreement is prohibited from using funds provided by this agreement for lobbying purposes in accordance with the Administrative Requirements for Ecology Grants and Loans, Publication No. 91-18, July 1995, edition, Part III, Section G.
3. **Local Decision:** This grant is made in response to a request for financial assistance from the Recipient to undertake flood hazard planning. The choice of floodplain management activities addressed by this grant is a local decision made solely by the Recipient. The Recipient is not acting as an agent of the State.
4. **Lawsuits:** The Recipient is responsible for any damage or takings claims resulting from the work performed pursuant to this grant. The filing of any legal action by the Recipient against Ecology, for damage or takings claims resulting from the work performed pursuant to this grant, may be grounds for immediate termination of all open FCAAP grants with the local jurisdiction, and may jeopardize the jurisdiction's opportunity to be awarded future FCAAP funds.
5. **Quality Assurance/Quality Control (QA/QC) Plan (if applicable):** To ensure the consistent application of quality assurance principles to the planning and execution of all activities that generate environmental measurement data, the Recipient shall prepare a QA/QC plan. If environmental measurement data is collected as part of this project, the Recipient shall describe methods, equipment, and procedures used in its collection. A QA/QC report shall be limited to a concise description of the environmental measurement aspects of this project. Ecology's Project Officer shall review and approve these plans prior to initiation of work.
6. **Annual Flood Budget:** The Recipient will provide a copy of the annual flood budget when returning signed grants to Ecology. Failure to provide this information required by WAC 173-145-030(5) will result in termination of this grant. If this information is not available, please provide a separate letter explaining why budget information is not available.
7. **Selection of Contractors:** If contractual services are required in order to execute this agreement, the Recipient shall select a contractor in accordance with its local procurement policies. If there is no local procurement policy, the Recipient shall select the contractor in accordance with Washington State regulations. The Recipient shall ensure that all sub-recipients and contractors comply with the terms and conditions of the

agreement and that the State of Washington is named as an express third-party beneficiary of such subcontracts with full rights as such.

8. Minority and Women's Business (MWBE) Participation

NOTE: MWBE goals are voluntary. No contracting decision should be made based on whether or not the goals are achieved.

The Recipient agrees to utilize, to the maximum extent possible, minority-owned and women owned businesses in purchases and contracts under this agreement initiated after the effective date of this agreement.

In the absence of more stringent goals established by the Recipient's jurisdiction, the Recipient agrees to utilize the DEPARTMENT's goals for minority and women owned business participation in all bid packages, request for proposals and purchase orders. - These goals are expressed as a percentage of the total dollars available for the purchase or contract and are as follows:

Minority owned business participation:	10%
Women owned business participation:	6%

The Recipient and ALL prospective bidders or persons submitting qualifications shall take the following steps in any procurement initiated after the effective date of this agreement:

- a. Include qualified minority and women's businesses on solicitation lists;
- b. Ensure that qualified minority and women's businesses are solicited whenever they are potential sources of services or supplies;
- c. Divide the total requirements, when economically feasible into smaller tasks or quantities to permit maximum participation by qualified minority, and women's businesses;
- d. Establish delivery schedules, where requirements of the work permit, which will encourage participation of qualified minority and women's businesses; and
- e. Use the services and assistance of the State Office of Minority and Women's Business Enterprises, and the Office of Minority Business Enterprises of the US Department of Commerce as appropriate.

The Recipient shall provide written certification, on a form provided by the Department, that the above steps were/will be followed.

Any contractor engaged by the Recipient under this agreement shall be required to follow the above five affirmative steps in the award of any subcontracts.

The Recipient shall report to the Department at the time of submitting each invoice, on forms provided by the Department, payments made to qualified firms. State:

- a. Name and State OMWBE certification number of qualified minority and women's businesses working on the project;
- b. Dollar amount of contracts awarded to qualified minority and women's businesses.

9. Identification of Project Materials:-

County or City Name Grant No. G0100___
Project Title Task Title Task Number Date

All reports, maps, and other documents published as part of this grant agreement shall carry the name of the RECIPIENT, Ecology's grant number (in the upper right hand corner), title, the specific task number of the product and date centered on the front cover or title page (or in the case of maps, the block which contains the name of the Government unit or Department)

6. Responsibilities of the Project Coordinator:

The Recipient's Project Coordinator shall be responsible for the procedural obligations under this agreement in addition to his/her duty to coordinate the planning effort

hereunder. He/She shall cooperate with all parties concerned in every way possible to promote successful completion of the services described in the Scope of Work.

- 10. Publications and Brochures:** Any publications or brochures required as a product of this agreement shall be bound and conform to minimum standards of size, 8½" x 11" white, recycled paper equivalent in weight to 20 lb. bond, single spaced, printed both sides, no less than 1" margins. Photos, illustrations, and graphs must be of reproducible quality. The RECIPIENT shall comply with any additional specifications as may be outlined in the Scope of Work or confirmed in writing between Ecology and the RECIPIENT.
- 11. Documents:** The RECIPIENT shall provide the DEPARTMENT with a minimum of four (4) copies of all documents produced under the terms of this grant unless otherwise specified.
- 12. Project Completion Requirements:** On completion of the project, the Recipient shall submit the following information and materials to the DEPARTMENT:
 - a. Project Completion Report: The purpose of this report is to document that the project and each of its elements has been completed. Two (2) copies of a "Project Completion Report" are required as follows:
 - (1) Summary Account - The Completion Report must include a **brief summary** account (300 word maximum) of the work accomplished under the grant with respect to each of the surveys, studies, plans, and other planning activities listed in the grant or any amendments to that grant. It is also to include a notation of the exhibit or portion thereof containing the project of that work task.

- (2) Reports, Maps, Plans, Exhibits, Etc. - The Completion Report must include a list of all reports, maps, plans, and other documents prepared under this grant, indicating for each whether it is in published or unpublished form as defined in the grant.
- b. Graphic Record Alternative: With respect to models and published maps and plans, such as aerial maps, maps, and plans which are colored or are too large to fold compactly, it is required that only photographs or photostats of each (in color or black and white), whichever is necessary to show the content of the map, (and at least 8" x 10" in size) be submitted as the graphic record for the project. Each photograph or photocopy shall be legibly identified as to the title and scale of the original document, the jurisdiction, or area covered, and the report or study to which it relates, and shall contain a notation of the place where the original is located.
- c. Transmittal of Maps, Plans, Etc.: The title, the grant number, the municipality or county, and the report or study to which each map and plan relates shall be indicated on the outside top fold of such map and plan, and all maps and plans transmitted shall be folded to 8-1/2" x 11".

13. Access to Records and Right to Audit:

- a. The RECIPIENT agrees that the Auditor for the State of Washington shall, until the expiration of three (3) years after expenditure of funds under this grant, have access to and the right to examine any directly pertinent books, documents, papers, and records of the RECIPIENT involving transactions related to this grant. The RECIPIENT agrees to include the substance of this paragraph into all grants and subcontracts payable from contract funds in whole or in part.
- b. The RECIPIENT agrees that payment(s) made under this grant shall be subject to reduction for amount charged thereto which are found after audit examination not to constitute allowable costs under this grant. The RECIPIENT shall refund by check payable to the DEPARTMENT the amount of such reduction of payments under completed or terminated grants.

14. Maintenance of Records: All required records shall be maintained until a state audit is completed and all questions arising therefrom are resolved, or three (3) years after completion of a project, whichever is sooner.

15. Quarterly Reporting

Quarterly Reports are contingent on the date the agreement is signed by Ecology. For timely preparation and review, quarterly reports shall convey essential information in a simple, concise manner through the use of bulleted summary statements, lists, and tables and include the following:

- a. A description of work performed during the quarter including issues on fish resources;
- b. For any work related to GIS, designate data standard utilized and associated data documentation.
- c. Status of project schedule

- d. Personnel changes
- e. Any difficulties encountered during the quarter.
- f. Environmental benefits being achieved by the project

Ecology reserves the right to terminate this agreement, as specified in paragraph K.1. of the General Terms and Conditions, for:

- a. failure to comply with quarterly reporting requirements.
- b. failure to demonstrate satisfactory progress on elements and/or tasks as described in the Scope of Work.

16. Amendments A “letter” amendment is a written request by the Recipient to extend the project completion and expiration dates. On the approval of Ecology’s project officer, the request is then forwarded to the Ecology Budget and Fiscal Offices for processing. A formal amendment is required for a significant change to the scope of work or an increase to the total eligible project cost and is signed by both parties. Note: In no case may time extensions past June 30, 2001 be allowed without a new funding appropriation.

17. Failure To Commence Work: In the event the RECIPIENT fails to commence work on the project funded herein within four months after the effective date of the grant agreement, or by any date mutually agreed upon in writing for commencement of work, Ecology reserves the right to terminate this agreement.

18. Grant Closeout: All products for this project shall be submitted to the DEPARTMENT on or before **June 30, 2001** or otherwise specified in the Scope of Work. Final payment requests must be submitted no later than **July 20, 2001**.

19. All Writings Contained Herein: This agreement, the appended "General Terms and Conditions", and ECOLOGY'S current edition of "Administrative Requirements for Ecology Grants and Loans", contains the entire understanding between the parties, and there are no other understandings or representations except those set forth or incorporated by reference herein. No subsequent modification(s) or amendments to this agreement shall be of any force or effect unless in writing, signed by authorized representatives of the RECIPIENT and ECOLOGY and made a part of this agreement; EXCEPT a letter amendment will suffice to change ECOLOGY's Project Officer or the RECIPIENT's Project Coordinator or to extend the period of performance as set forth in the agreement.

In Witness Whereof, the parties hereby execute this grant agreement

Washington State
Department of Ecology

Approved as to form only by the
Assistant Attorney General

Gordon White Date
Program Manager
Shorelands and Environmental Assistance
Program

City of Riveredge

Signature, Authorized Official Date

Print Name of Authorized Official

Title of Authorized Official

Federal I.D. No.: 91-6000000

(Note: Insert additional signature blocks(s)
and/or pages if more than one signature block
is required.)